



**EXECUTIVE COMMITTEE MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
ADMINISTRATIVE FACILITY
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA
JANUARY 13, 2025 AT 5:00 PM**

COMMITTEE MEMBERS

Glenn Acosta, Committee Chair
Edward Mandich, Committee Member

DISTRICT STAFF

Fernando Paludi, General Manager
Michael Perea, District Secretary

AGENDA NOTE:

Trabuco Canyon Water District (District) will make this meeting available by telephone audio as follows:

Telephone Audio: 1 (669) 900-6833

Access Code: 979 8688 5071

Persons desiring to monitor the Committee meeting agenda items may download the Executive Committee meeting agenda and documents on the internet at www.tcwd.ca.gov. You may submit public comments by email to the Committee at mperea@tcwd.ca.gov. In order to be part of the record, emailed comments on meeting agenda items must be received by the District, at the referenced e-mail address, not later than 10:00 a.m. (PDT) on the day of the meeting.

CALL MEETING TO ORDER

VISITOR PARTICIPATION

Members of the public wishing to address the Committee regarding a particular item on the agenda are requested to complete a speaker card and submit it to staff. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decisions on matters. The Committee makes recommendations only to the Board of Directors. Members of the public will be given the opportunity to speak to the Committee prior to making a recommendation on the matter. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.

ORAL COMMUNICATION

Members of the public who wish to make comment on matters not appearing on the agenda are invited to identify themselves and encouraged to make comment at this time. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decision on matters. The Committee makes recommendations only to the Board of Directors. Under the requirements of State Law, Committee Members cannot take action on items not identified on the agenda and will not make decisions on such matters. The Committee Chair may direct District Staff to follow up on issues as may be deemed appropriate. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.

COMMITTEE MEMBER COMMENTS

REPORT FROM THE GENERAL MANAGER

TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING AGENDA | JANUARY 13, 2025

ADMINISTRATIVE MATTERS

ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

Approve the following Executive Committee Meeting Recap and recommend that the Board receive and file the same (Consent Calendar):

1. November 4, 2024

DISCUSSION MATTERS

ITEM 2: BOARD AGENDA PLANNING CALENDAR

RECOMMENDED ACTION:

Receive information at the time of the meeting and take action(s) as deemed appropriate.

ITEM 3: UPDATE ON HUMAN RESOURCES AND HEALTH BENEFITS THIRD-PARTY ADMINISTRATOR SUPPORT SERVICES WITH CPS HR

RECOMMENDED ACTION:

Receive information at the time of the meeting. No action required.

ITEM 4: DISCUSSION REGARDING FY 2025-26 BUDGET PROCESS AND SCHEDULE

RECOMMENDED ACTION:

Receive information at the time of the meeting. No action required.

ITEM 5: DISCUSSION REGARDING BOARDROOM AUDIO/VISUAL IMPROVEMENTS

RECOMMENDED ACTION:

Receive information at the time of the meeting. No action required.

ITEM 6: DISCUSSION REGARDING PUBLIC OUTREACH AND EDUCATION ACTIVITIES AND SUPPORT

RECOMMENDED ACTION:

Receive information at the time of the meeting. No action required.

OTHER MATTERS

ITEM 7: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

RECOMMENDED ACTION:

Hear other matters from the General Manager and/or Staff.

ADJOURNMENT

AVAILABILITY OF AGENDA MATERIALS

Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Trabuco Canyon Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Board of Directors are available for public inspection at the District Administrative Facility, 32003 Dove Canyon Drive, Trabuco Canyon, California (District Facility). If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available in the lobby area of the District Facility at the same time as they are



**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING AGENDA | JANUARY 13, 2025**

distributed, except that, if such writings are distributed immediately prior to or during the meeting, they will be available in the Boardroom at the District Facility.

COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2

In compliance with California law and the Americans with Disabilities Act, if you need special disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, or if you need the agenda provided in an alternative format, please contact the District Secretary at (949) 858-0277 at least 48 hours in advance of the scheduled meeting. Notification 48 hours prior to the meeting will assist the District in making reasonable arrangements to accommodate your request. The District office is wheelchair accessible.

www.tcwd.ca.gov



**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | JANUARY 13, 2025**

ADMINISTRATIVE MATTERS

ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

Information will be presented at the time of the meeting.

RECOMMENDED ACTION:

Approve the following Executive Committee Meeting Recap and recommend that the Board receive and file the same (Consent Calendar):

1. *November 4, 2024*

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | NOVEMBER 4, 2024

DIRECTORS PRESENT

Vice President Ed Mandich, Committee Chair
President Stephen Dopudja, Committee Member

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager
Roseann Lejsek, Executive Assistant

CONSULTANTS PRESENT

Debbie Gutman, CPS HR Consulting (Virtually)

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Mandich called the November 4, 2024 Executive Committee Meeting to order at 5:00 PM.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

None

REPORT FROM THE GENERAL MANAGER

None

ADMINISTRATIVE MATTERS

ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

Mr. Paludi presented the Executive Committee Meeting Recap(s) for Committee consideration in accordance with the agenda.

RECOMMENDATION: The Committee recommended forwarding this matter to the Board of Directors (Consent Calendar).

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | NOVEMBER 4, 2024**

DISCUSSION MATTERS

Director Mandich recommended moving agenda item 4 up to accommodate the attendance of Debbie Gutman, CPS HR Consulting.

ITEM 4: APPROVAL OF HUMAN RESOURCES AND HEALTH BENEFITS THIRD-PARTY ADMINISTRATOR SUPPORT SERVICES CONTRACT

Mr. Paludi presented this matter for Committee consideration, and he introduced Ms. Debbie Gutman, Principal Human Resources Consultant with CPS HR Consulting. Ms. Gutman provided her background in Human Resources, and she reported on their firm’s extensive experience in working with public agencies. Ms. Gutman also provided an overview of the Human Resources and health benefits support that their firm will provide the District and its employees. Discussion occurred concerning the availability of on-site support, if needed.

RECOMMENDATION: The Committee recommended forwarding this matter to the Board of Directors (Action Calendar).

ITEM 2: BOARD AGENDA PLANNING CALENDAR

Mr. Paludi provided a handout that included the following agenda planning items for Committee review and consideration:

November 2024

Regular Board Meeting – 11/21

- Award HR and Benefits Support Agreement with CPS (Exec)
- Approve Amendment to GM Contract (Exec)
- Multi-Jurisdictional Hazardous Mitigation Plan Update (E/O)
- **Closed Session:**
 - Rutter Development Settlement

December 2024

Regular Board Meeting – 12/19

- Election of Board Officers
- Appointments of Board Members to Committee and Representative Assignments
- Award Recycled Water P.S. Improvements Design Contract (E/O)

January 2025

Regular Board Meeting – 1/16

- Receive and file Annual Comprehensive Financial Report (F/A)
- Adopt Resolution Regarding Annual Statement of Investment Policy (F/A)

Other Potential Future Board Items

- Accept Saddle Crest Facilities
- Award Design of Dove & Tick Creek Pump Station Improvements
- Adopt Resolution Updating TCWD Procurement Policy
- Water Purchase Pricing Agreement with IRWD

RECOMMENDATION: None – Informational item only.

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | NOVEMBER 4, 2024**

ITEM 3: APPROVAL OF URBAN WATER INSTITUTE 2025 CONFERENCE SPONSORSHIPS

Mr. Paludi presented this matter for Committee consideration. Mr. Paludi reported that the District has been a member of the Urban Water Institute (UWI) since 2020 and that he currently holds a position on the UWI Board of Directors. Mr. Paludi reported that UWI is a good organization for TCWD's participation, and he recommended that the District renew its conference sponsorships for 2025 at the "Silver" level amount of \$3,000.

RECOMMENDATION: The Committee recommended forwarding this matter to the Board of Directors (Action Calendar).

OTHER MATTERS

ITEM 5: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

Golf Club Lift Station

Mr. Paludi provided the Committee with a status update on this CIP project, and he stated that Ms. Lausten will provide an update at the next Engineering/Operational Committee Meeting.

Heritage Lift Station

Mr. Paludi provided the Committee with a status update on this project, and he stated that these improvements are being completed in advance of the full station upgrade starting in 2025.

Dove Dam

Mr. Paludi provided the Committee with a status update on this project, and he stated that he will provide a report to the Board.

District Treasurer

Mr. Paludi provided the Committee with a status update on this matter, and he reported that Ian Berg has come on board as the District's Treasurer. Mr. Paludi provided the Committee with Mr. Berg's background with Eide Bailly. Mr. Paludi reported that staff is evaluating the need for an internal financial employee position within the District.

Staff

Mr. Perea reported that the District has hired Joshua Gough into the entry level role of Customer Service Field Technician I.

Public Safety Power Shutoff (PSPS) Event

Mr. Paludi stated that there will be a PSPS event Wednesday to Thursday evening this week due to high winds and low humidity.

RECOMMENDATION: None – Informational item only.

ADJOURNMENT

Vice President Mandich adjourned the November 4, 2024 Executive Committee Meeting at 5:43 p.m.

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | JANUARY 13, 2025**

DISCUSSION MATTERS

ITEM 2: BOARD AGENDA PLANNING CALENDAR

Information will be presented at the time of the meeting.

RECOMMENDED ACTIONS:

Receive information at the time of the meeting and take action(s) as deemed appropriate.

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | JANUARY 13, 2025**

DISCUSSION MATTERS

ITEM 3: UPDATE ON HUMAN RESOURCES AND HEALTH BENEFITS THIRD-PARTY ADMINISTRATOR SUPPORT SERVICES WITH CPS HR

In 2024, Trabuco Canyon Water District (TCWD or District) staff issued a request for qualifications (RFQ) for the purpose of contracting with a third-party administrator (TPA) for human resources and benefits administration services. After identifying a shortlist of firms that provide these services, two of six firms met with District staff to discuss the proposed scope of work and provided responsive proposals. At the November 21, 2024 Regular Board Meeting, the Board of Directors approved and authorized the execution of a professional services contract with CPS HR for TPA services for Fiscal Year 2024-25. District staff met with CPS HR staff in early January 2025 for a kickoff meeting to discuss project team roles, provide an overview of the District's organization, and identify key goals for the fiscal year, which include, but are not limited to:

- Establish a dedicated point of contact(s) for District staff on human resources-related matters independent of management with concise information about the TPA services.
- Perform a review of current policies and procedures for updates and consistency
- Health benefit enrollment assistance and timely dissemination of key benefit information
- Evaluate current recruitment/selection practices and procedures to identify areas of enhancement

District staff will work with CPS HR to set up an in-person meeting with all staff to familiarize themselves with the dedicated POCs and TPA services that CPS HR will provide in mid-February 2025. More information will be provided at the time of the meeting.

FUNDING SOURCE:

FY 2024/25 General Fund, Professional Services Budget

FISCAL IMPACT

Proposed Not to Exceed \$50,000 for FY 2024-25

RECOMMENDED ACTIONS:

Receive information at the time of the meeting. No action required.

EXHIBIT(S):

1. TCWD RFQ and Scope of Work
2. CPS HR Consulting Proposal

CONTACTS (staff responsible): PALUDI/PEREA

REQUEST FOR QUALIFICATIONS

Human Resources and Employee Benefits Support Services



Trabuco Canyon Water District
32003 Dove Canyon Drive
Trabuco Canyon, CA 92679
(949) 858-0277

I. BACKGROUND/INTRODUCTION & PURPOSE

Trabuco Canyon Water District (TCWD or District) is a county water district organized and operating pursuant to Section 30000, and following, of the Water Code of the State of California, responsible for providing retail potable water service, groundwater filtration and treatment, wastewater collection and treatment, water recycling, and urban runoff collection and treatment services to approximately 13,500 residents through approximately 4,300 connections with less than 25 full-time employees (FTEs).

TCWD intends to retain and contract with a well-qualified human resources and employee benefits support services provider to augment District staff to meet employee human resources and benefits needs and to provide guidance to the Board of Directors on employee benefits. TCWD is soliciting qualifications (SOQs) from firms for this purpose and interested providers should submit their qualifications by noon (PST) on **Wednesday, May 15, 2024**.

II. SCOPE OF WORK

The selected proposer will be responsible for providing human resources and employee benefits consulting services under the direction of the General Manager or other senior management as determined by the General Manager, including but not limited to:

Employee Recruitment, Selection, and Retention Services

- Assist with job description preparation & periodic updates;
- Maintain the organizational chart and update as needed;
- Assist with hiring new employees, including, but not limited to, drafting open position announcements and working with the hiring manager to ensure compliance with interviewing and hiring laws and best practices;
- Work with new employees during the onboarding process, specifically District policies and benefits;
- Support District management on the employee separation processes, including, but not limited to, final exit interviews and collection of District-issued property/items;
- Provide recommendation on improving ways to attract, hire, and retain qualified employees.

Classification and Compensation

- Maintain the District's classification plan;
- As necessary, support District labor market surveys of total compensation to ensure a competitive workforce.

Employee Benefits Administration

- Manage annual enrollment period for all benefits, including, but not limited to explanation of insurance plans and benefits; prepare staff communications materials; and provide timely updates to the District's Board of Directors for their consideration and adoption, including District's annual health benefit contribution;
- Work with employees throughout the year to answer questions regarding benefits enrollment and plans;
- Administer employee safety program and Worker's Compensation program;
- Administer and advise employees on types of leave available to them;

- Ensure TCWD is compliant with all labor requirements as established by the California Department of Labor/Labor Relations Board.

Employee Relations Services

- Provide assistance on annual updates to the Employee Handbook with District management team;
- Administer performance evaluation process and provide guidance and support to supervisors with employee disciplinary issues;
- Manage and resolve employee grievances, disputes and conflicts;
- Administer employee and supervisor training and other employee development strategies;
- Provide support and recommendations regarding enhanced employee recognition and engagement.

Coordination with District legal counsel

- Should the need for legal assistance occur, coordinate with TCWD's general or special counsel to act as a partner throughout the proceedings.

General Staff Support & Program Administration

- Participate in quarterly calls with the TCWD management team on human resources and benefits;
- Work onsite for ½ day at TCWD administration facility during open enrollment periods;
- Provide a monthly activity report to the District management team for the respective billing period.

Additional work may be required and will be negotiated with the selected provider.

The District understands that this is an extensive list of services and that not all firms may provide all of these services. Respondents should list the suite of services at best meet most, if not all, of the tasks listed in the Scope of Work.

III. REQUIREMENTS FOR RESPONSIVE SOQS

The purpose of this Request for Qualifications (RFQ) is for each proposer to demonstrate that it has the background, qualifications, competence, and capability to provide services to the District as outlined in the Scope of Work section. Submittals should include a discussion of the provider's ability to provide the services listed in the Scope of Work as well as the following information:

1. Project Understanding and Approach

Approach and methodology to performing scope of services, including completeness, demonstrated capability, responsiveness to the District's needs, and understanding of the work requirements.

2. Proposed Team Experience and Qualifications

- a) Experience of the Company's Team with respect to the RFPs tasks and role, i.e. Project Manager, Quality Control, etc.
- b) Experience on similar projects.
- c) Qualifications, including certifications, of team and members performing the work.

d) Recent references from clients on similar types of work performed and successful completion of previous work.

3. Level of Effort

Proposed level of effort to respond and satisfy the District’s service requirements and needs.

4. Project Responsiveness

Ability to respond to service requirements, including potential day and night-time work.

5. Contractual Requirements

Ability to meet all District’s administrative requirements, including, but not limited to, proposed monthly fees and hourly rates, insurance, liability, equal opportunity practice, labor compliance, and any exceptions taken to the District’s Professional Services Contract.

6. Value Added

Consideration of any optional added value scope of services tasks/items with demonstrated significant and measurable cost savings.

IV. SELECTION PROCESS

TCWD intends to select a provider best suited to meet its needs based on the SOQs received and conducted interviews. Final selection will be based on evaluation of qualifications and interview(s). Submitting firms should note that fee proposals and pricing, while important, will not be the sole deciding factor in the final selection. TCWD will negotiate a final scope and fee for services with the selected provider.

The SOQs will be initially screened by the District and an invitation to interview with the District will be extended to selected providers. Selected providers may be invited to participate in one or more interviews, which may include an opportunity for the proposers to make a brief presentation to the District. The District currently anticipates that the initial interviews of selected providers will take place at the District’s administrative facility in Trabuco Canyon, California, the week of **June 3, 2024**.

TCWD is not, nor shall be, deemed liable for any costs incurred by proposers during the preparation, submittal, or presentation of their proposal, any interviews, and/or meetings with the District as part of this selection process. The project manager(s) will be expected to be physically present for any interview the agency has been invited to participate in. TCWD is not inclined to waive the requirement for the project manager(s) to be physically present for the interview, but may accommodate alternative methods for participation, if justified. Written clarification of a submitted SOQ may also be required of a submitter.

Proposers responding to the RFQ are advised that **all** information contained in submitted proposals and associated materials **shall** become a matter of public record subject to the California Public Records Act of 2004 (Govt. Code Section 6250 et seq.), and the information’s use and disclosure are governed by this Act.

TCWD reserves the right to reject any and all proposals, waive any proposal formalities, and modify, postpone, or cancel the proposed selection procedure at its sole discretion. The District, at its sole discretion, may waive any omission that it deems to be non-essential or inconsequential.

V. SOQ SUBMITTAL FORMAT AND DEADLINE

Responses to this RFQ will be in writing only and should respond to each element of the Scope of Work and submittal requirements. Responses should be complete and self-contained and should not require reference to other documents or sources in order to be complete.

VI. ANTICIPATED EVALUATION TIMELINE

TCWD anticipates that it will review and consider submitted SOQs the week of **May 20, 2024**. The target for initial interviews with selected firms is currently the week of **June 3, 2024**, with interviews expected to take place at the District's administrative facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. The selection and work on TCWD's behalf are expected to begin **July 1, 2024**.

The contract for human resources and employee benefit support services will be in accordance with TCWD's Professional Services Agreement, a copy of which may be requested by emailing admin@tcwd.ca.gov. TCWD is not inclined to modify the Professional Services Agreement but will consider proposed modifications that specifically included as part of the written proposal.

VII. ADDITIONAL INFORMATION AND CHANGES

All requests for additional information shall be made in writing to the Assistant General Manager by letter or email. No oral modifications of this RFQ shall be valid. Any modifications shall be written and issued by an RFQ addendum.

PROPOSAL

Trabuco Canyon Water District HR Consulting Services

June 31, 2024

SUBMITTED BY:
CHRISTINA BATORSKI PEACOCK
Manager, Talent Acquisition & HR Services

CPS HR Consulting
2450 Del Paso Road, Suite 220
Sacramento, CA 95834
P: 916-471-3426
cbpeacock@cpshr.us
Tax ID: 68-0067209

www.cpshr.us



Your Path to Performance

June 31, 2024

Michael Perea, Assistant General Manager
Trabuco Canyon Water District
32003 Dove Canyon Drive
Trabuco Canyon, CA 92679

Submitted via email to: MPerea@tcwd.ca.gov

Subject: HR and Employee Benefits Support Services RFQ

Dear Michael,

CPS HR Consulting (“CPS HR”) is pleased to have the opportunity to submit a proposal to assist the Trabuco Canyon Water District (“District”) with HR Consulting Services provide support for your agency’s HR needs. We are uniquely qualified to undertake this effort as we have vast experience in assisting public agencies as necessary.

We can assist with any of your Human Resources functions as well as providing strategic HR consultation to support the day-to-day HR function as needed and on-demand. With a rich history of assisting government agencies with a full range of human resources services, we at CPS HR are confident that together we can provide expert solutions to meet your needs in a cost-effective manner.

We have a deep bench of experts in a broad array of human resources disciplines, long-term experience providing services within the public sector, and an emphasis on quality and value that can be confirmed by our current and past clients.

CPS HR also delivers personalized results-oriented service, utilizing best practice methods and strategies from our team of experts. You will find that:

- ***We are practiced at providing exemplary and responsive service for a variety of HR services.*** CPS HR has held many contracts with local government agencies, so we know how to be responsive to your unique needs. We have the staff, expertise, and resources to provide top-notch professional audit and review services and we are also full-service HR practitioners.
- ***We bring in-depth understanding of all local government operations, programs, and services.*** CPS HR has been helping public agencies meet their human resource needs ***for 35 years.*** Our team of experts includes a variety of professionals with the credentials and direct public agency experience necessary to deliver technically accurate content in an innovative and engaging manner.

- ***We have local presence and commitment to maintaining open communications with the District.*** Our project team will focus on integrating with your team and maintaining open communication with your staff to ensure that every activity is completed in a quality manner and adheres to the timeline and budget.

Thank you for the opportunity to be considered for this assignment. Should you have questions or comments about the information presented in this proposal, **please contact me at cbpeacock@cps hr.us or (916) 471-3426.**

Sincerely,



Christina Batorski Peacock
Manager, Talent Acquisition & HR Services

About CPS HR Consulting

ORGANIZATION IDENTIFICATION INFORMATION	
Legal Name and DBA	Cooperative Personnel Services dba CPS HR Consulting
Headquarters	Physical: 2450 Del Paso Road, Suite 220, Sacramento, CA 95834 Mailing: 2450 Del Paso Road, Suite 160, Sacramento, CA 95834
Main Phone	(800) 822-4277
Regional Offices	20211 Guadalupe Street, Suite 260, Austin, TX 78705 9233 Park Meadows Dr #139, Lone Tree, CO 80124 1968 S. Coast Hwy # 961, Laguna Beach, CA 92651
Year Established	1985
# of FTEs	110
Type of Organization	Joint Powers Authority
Website	www.cpsshr.us

CPS HR is a client-centric human resources and management consulting firm specializing in addressing the unique challenges and complexities encountered by government and non-profit organizations. With a history dating back to 1985, **we have consistently served as a trusted advisor to our clients**, understanding their specific needs as self-supporting public agencies.

Our mission is to advance excellence in human resources within the public sector, and our vision is to empower individuals to fulfill the ideals of public service. CPS HR's core competency lies in our in-depth knowledge and expertise in the public sector landscape. Being a public agency ourselves, we possess a deep understanding of the intricacies and issues faced by our client base.

For nearly four decades, CPS HR has been delivering ongoing HR consultation services to a wide spectrum of clients, ranging from state, federal, and local governments to special districts and non-profit organizations. CPS HR is headquartered in Sacramento, California with regional offices in Texas, Colorado and Southern California. Our extensive experience includes numerous projects with agencies of similar size and scope.

Core Services

CPS HR believes in an integrated, systems-based approach to talent management and provides consulting in all the key areas listed below.

CPS HR CONSULTING CORE SERVICES



Comprehensive HR solutions for advanced organizational performance.



CLASSIFICATION & COMPENSATION

- Classification
- Compensation



DIVERSITY, EQUITY & INCLUSION (DEI)

- DEI Strategic Planning
- DEI Training



HR CONSULTING

- Audit & Compliance
- HR Outsourcing
- HR Membership
- Complaint Investigations



LICENSING & CERTIFICATION

- Accreditation
- Candidate Management
- Program Management
- Testing Services



ORGANIZATIONAL STRATEGY

- Organizational Assessment
- Change Management
- Employee Engagement
- Performance Management
- Succession Planning
- Workforce Planning



RECRUITMENT & SELECTION

- Executive Search
- Mid-Management and Specialized Recruitment
- General Recruitment
- Employer Branding



TESTING

- Assessment Center
- Job Analysis
- Test Rental
- Test Administration
- Selection Tools Development



TRAINING & DEVELOPMENT

- Executive Coaching
- Training Center
- Open Enrollment Training
- On-Site Training

CORE MARKETS



Federal



State



Local



Special Districts



Education



Non-Profit Organizations

Joint Powers Authority

Cooperative Personnel Services, doing business as CPS HR Consulting, is a national firm and is a governmental Joint Powers Authority (JPA) of the State of California. A JPA is a public agency created pursuant to the Joint Exercise of Powers Act (Government Code 6500 et seq). This Act allows two or more government agencies to establish a new public entity authorized to exercise those powers jointly held. A JPA is an instrumentality of a state or a political subdivision of a state and is not a registered corporation of any state. Cooperative Personnel Services was established under a “Joint Powers Agreement” by the State Personnel Board of the State of California, the counties of Sacramento and Sonoma, the Hayward Unified School District, the City of Anaheim, and the East Bay Municipal Utility District, and its purpose is to provide the opportunity for the joint powers “to discuss, study and solve common or similar problems with respect to modern human resource and related management processes.”

Our Chief Executive Officer (CEO) reports to a Board of Directors representing diverse public sector agencies across the nation. Our Board members are listed in the chart on the next page.



CPS HR BOARD OF DIRECTORS

1. Linda Andal, HR Director, City of Anaheim (CA)
2. Vincent Zamora, HR Director, City of Las Vegas (NV)
3. Fernando Yañez, Exec Director of Classified HR, Hayward Unified School District (CA)
4. Vacant, Pinellas County (FL)
5. Kimberly Crum, Director of HR, County of Mecklenburg (NC)
6. LaShon Ross, HR Director/Risk Management, City of Plano (TX)
7. Joseph Hsieh, Personnel Services Manager, County of Sacramento (CA)

Approach to Providing Outstanding Customer Service

CPS HR uses a comprehensive approach for planning, organizing, directing, and controlling consulting engagements. **At CPS HR Consulting, our philosophy for delivering outstanding customer service is deeply rooted in our commitment to client satisfaction and success.** We understand that every client is unique, and we tailor our approach to meet their specific needs and objectives. Our core principles for exceptional customer service include:

- **Client-Centric Approach:** We prioritize the client's goals and vision, ensuring that our solutions align with their objectives. By actively listening and engaging with our clients, we develop a comprehensive understanding of their challenges, allowing us to provide tailored and effective solutions.
- **Open Communication:** We believe in transparent and open communication throughout the project lifecycle. Our dedicated project managers maintain regular contact with clients, providing updates, addressing concerns, and seeking feedback to ensure alignment and satisfaction.
- **Responsive and Accessible:** Our team is readily available to address client inquiries and concerns promptly. Whether through scheduled meetings, e-mail, or phone calls, we maintain accessibility to support our clients whenever needed.
- **Expertise and Innovation:** Our consultants bring a wealth of knowledge and experience to each project. We stay current with industry best practices and innovative approaches to deliver solutions that drive success.

HR Consultation

Our Understanding of the Scope of Work

We understand that the District is currently looking for a professional consulting firm to provide an human resources consultant to perform human resources services in the absence of having an in-house HR staff, to support your District's ongoing HR needs. We are committed to provide the District with public sector HR Consultants that are significantly experienced and able to meet the level of effort to respond and satisfy the needs and requirements of your District. We are committed to respond in a timely manner to all requests within a 24-hour period and if necessary to be available on an occasional evening or weekend when required. We can attest we are able to meet all contractual requirements listed in the RFQ with the exception that we do not own any vehicles.

Our HR Consulting services include but are not limited to supporting all the areas requested in your RFQ on the topic of Employee Recruitment, Selection, and Retention Services, Classification and Compensation, Employee Benefits Administration, Employee Benefits Administration, Employee Relations Services, Coordination with District Legal Counsel General Staff Support & Program Administration as defined by the District.

Although we propose providing virtual HR support during the term of the agreement, we can provide ½ day in-person support during open enrollment periods when necessary.

Our standard HR Consulting Services does provide for single classification and base pay compensation studies. In the event the District seeks a complete comprehensive total compensation and review of all job classifications, for comparison to market, we would be happy to provide a separate cost letter.

Value Added Service

VALUE PROPOSITION

We deliver comprehensive HR solutions built on unparalleled government expertise to meet our clients' unique needs. Our experienced HR advisors bring an unmatched perspective.

We help clients succeed by:

- **Understanding Their Goals:** We listen to your needs, understand your business, and focus on achieving your desired outcomes.
- **Unlocking New Perspectives:** Together we explore new ideas, expand possibilities, and consider the broader impact on those you serve.
- **Bringing Solutions to Life:** We put plans into action, making strategies operational and effective.

- **Empowering Their Growth:** Provide you with the tools and knowledge to elevate performance and expand capabilities for your organization and those you serve.

HR Consulting Services

Our standard approach includes providing human resources expertise, advice, and consultation to ensure appropriate research, analysis, and professional HR guidance are utilized for all assigned duties and responsibilities. These duties would include delivery of HR services as well as providing best practice recommendations and assistance with implementation in the requested service areas.

CPS HR staff assigned would work remotely and can assist with a specific project or provide operational or strategic HR consultation to support the day-to-day HR function as needed and on-demand. We will comply with any confidentiality and system requirements the District has determined are necessary to maintain the integrity and confidentiality of its data.

HR Support and Consultation: In addition to the items you have specified in the RFQ, CPS HR can provide the District with **virtual** HR consultation in the areas requested by the District, and we also provide support in these primary areas below. Some typical tasks listed below:

HR Administrative Services (administration, policy development and review, compliance audits, etc.)

- Assist with the review and interpretation of current, revised, and/or new HR-related laws, policies, and/or procedures
- Write new policies, as needed, or requested
- Periodically audit HR records and practices for compliance
- Recommend best practices for ongoing compliance
- Leave management administration

Recruitment, Examination, and Selection

- Work with hiring managers to develop job postings and ideal candidate profiles
- Devise a recruitment strategy and timeline
- Develop recruitment flyers or brochures, if needed
- Create and post advertising in appropriate channels
- Perform outreach to build awareness of the position and attract diverse candidate pools
- Review application materials
- Conduct scoring and screening processes
- Conduct reference and background checks, if requested (background checks incur a cost per candidate)

Benefit Administration

- Field employee questions
- Process benefit enrollments, changes, and terminations
- Work with third party providers
- Assist with open enrollment activities

Employee Relations (investigations, mediation, etc.)

- Provide advice, counsel, recommendations, and training to ensure a positive and productive work environment
- Provide direction for employee related matters such as time-off, medical leave, formal and informal employee complaints, discipline, termination of employees, and unemployment
- Prepare and implement strategies to prevent and resolve employee problems or disputes
- Provide mediation or investigative services if needed (and at an additional cost/higher pay rate)

Labor Relations

- Ensure compliance with MOUs or other bargaining agreements
- Policy creation relative to MOUs
- Respond to grievances
- Union communications

Classification and Compensation Studies

- Draft or revise job descriptions
- Perform single classification studies
- Conduct market rate base salary compensation studies

Performance Management

- Review performance management processes, procedures, tools, and resources and updated, if needed.
- Ensure performance management schedule is updated and communicated to employees and supervisors.
- Facilitate training of performance management process with new employees and supervisors.
- Ensure all required documentation is submitted for the employee's personnel file at the completion of the performance period.

Human Resources Consulting Experience

CPS HR frequently works with government organizations to assist with day-to-day human resources activities which include but are not limited to recruitment and selection, policy review or development, employee relations and performance evaluations, progressive discipline, and PIPs, processing new hires and personnel record administration, classification/compensation, and providing analysis and consultation and correspondence on a variety of human resource related policies and procedures. Some examples include:

- City of Hawaiian Gardens, CA
- City of Oakland, CA
- City of Ontario, CA
- City of Rialto, CA
- City of Salinas, CA
- City of Santa Rosa, CA
- City of Turlock, CA
- Contra Costa Youth Services Board, CA
- Contra Costa Community College District, CA
- City of Moreno Valley, CA
- City of Cathedral City
- Las Gallinas Valley Sanitation District, CA
- San Bernardino Valley Municipal Water District, CA
- San Bernardino Valley Water Conservation District, CA
- Ventura County Transportation Commission, CA
- Jurupa Area Recreation and Parks District, CA
- Riverside Community College District, CA
- City of Sheridan, CO
- Park County, CO
- Town of Eaton, CO

Examples of Similar Work

City of Santa Rosa, CA

In Santa Rosa, we placed a principal consultant to work 20 hours a week onsite to handle specific human resources related activities which include but are not limited to general human resource administration, recruitment and selection efforts including public safety, classification and compensation studies, review and/or development of desk manuals related to recruitment and selection processes, review of City's current recruitment and selection processes to include recommendations of best practices.

City of Sheridan CO

In Sheridan, we have placed a consultant to work 30 hours a week both onsite and remote to handle all of the day-to-day human resources activities which include, but are not limited to, general human resources administration and records management; manage hiring, onboarding, promotion and separation of employees; handle employee relations and conflict resolution; review compensation and benefits package; administer leave policies; performance management; administer worker's compensation; ensure employee handbook is current; and administer and interpret personnel policies. This engagement is current and has been in place since 2018.

City of Turlock, CA

In Turlock, we have placed a senior consultant and administrative technician to work a combined 30 hours a week both remote and onsite to handle all recruitment and selection activities for the City. This engagement is current.

San Bernardino Valley Municipal Water District

At San Bernardino, we provided remote human resources support up to 20 hours a week on an as needed basis. A senior consultant provided support in the areas of recruitment and selection, policy and procedure review, handbook update, employee relations, and recommendations for best practices. CPS HR also conducted an assessment of the human resource functions and determined the City needed a designated HR Manager and presented this recommendation to the District's Board for approval. CPS HR assisted with the recruitment and selection for this newly added position.

Similar Work References

Reference #1

Agency:	Ventura County Transportation Commission
Type of Agency:	Public Sector – Local Government
Size of Agency:	20 employees
Contact Person/Info:	Sally DeGeorge, Finance Director; (805) 642-1591; ssellers@goventura.org
Description of Services:	Assigned a consultant to work 20 hours a week remotely to provide HR support, as needed including: general human resources administration and records management; manage hiring, onboarding, promotion and separation of employees; handle employee relations and conflict resolution; review compensation and benefits package; administer leave policies; performance management; and administer and interpret personnel policies. (September 2022 to present)

Reference #2

Agency:	City of Turlock, CA
Type of Agency:	Public Sector – Local Government
Size of Agency:	530 employees
Contact Person/Info:	Jessie Dhami; (209) 668-5810; JDhami@Turlock.ca.us
Description of Services:	We have placed a senior human resource consultant and administrative technician for a combined 30 hours a week both onsite and remote to assist with the City's recruitment and selection needs. (March 2021 to January 2023)

Pricing Structure

In response to the needs described, CPS HR will assign a highly skilled and fully knowledgeable Human Resource Consultant who will be available to provide **virtual** ongoing HR support to the District for up to 10 hours per week from contract execution (expected to begin July 29, 2024 through August 1, 2025 (approximately 52 weeks x 10 hours/week = 520 hours) at which times the agency may extend the agreement for a second year for continued services based upon the set hourly rates for 2025. In the event the District no longer needs HR Consulting Services, there is no obligation to expend the NTE amount set forth in the Agreement. CPS HR will invoice the District on a monthly basis for the hours expended.

CPS HR proposes a time and materials contract with a **not-to-exceed amount of \$80,000** for the first year for all labor and expenses related to HR Consulting services. At any time by mutual agreement the District may extend the NTE amount for ongoing HR Consulting services if needed.

Project Team Roles and Hourly Rate	
CPS HR Staff Classification	Hourly Rate
Project Manager	\$180/hour
Principal Consultant/Technical Expert	\$150/hour
Senior Consultant	\$130/hour
HR Consultant	\$120/hour
Administrative Support	\$100/hour

It is assumed the scope of services will be performed remotely. If onsite meetings are requested, travel time will be billed at 50% of the hourly rate and travel expenses will be billed at the standard IRS rates. Actual out-of-pocket reimbursable expenses for such items as advertising for a recruitment, printing/copying, postage/delivery charges, and related fees, if paid by CPS HR, will be billed directly to the City for actual expenses incurred. The District will have final approval on any expenses utilized for each recruitment effort. CPS HR is open to discussing alternative work plans which may alter the cost of the project.

Project Team

Key Personnel

Project Manager

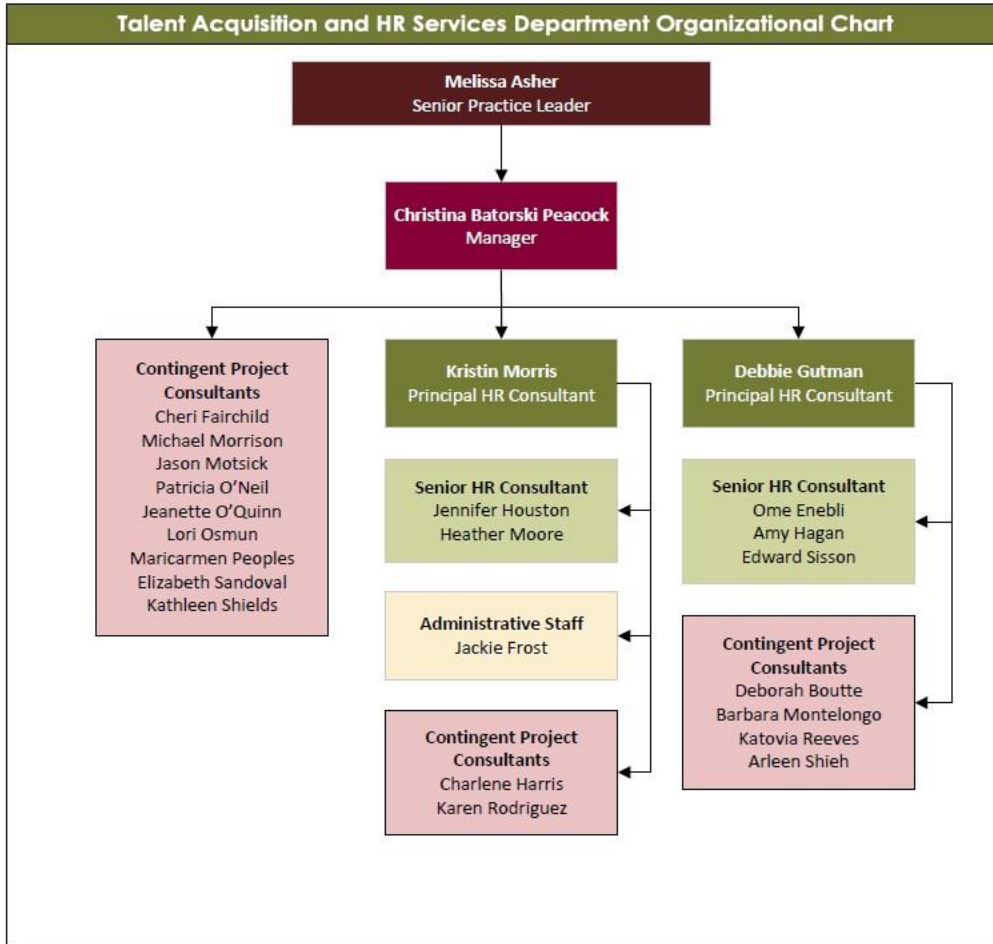
We have assembled a strong project team, with each member selected for their specific expertise, experience working in the public sector, and professionalism. We have selected **Ms. Debbie Gutman M.A., SPHR, PHR-CA** to be the Project Manager for this assignment because of her strong project management skills. She will serve as the main point of contact for the District coordinating all aspects of the project including the project staff, finalizing project plans and deliverables, organizing and securing resources, managing communications, monitoring project progress, resolving any problems, and ensure timely and successful completion of the engagement.

Ms. Gutman has over 25 years of comprehensive experience in Human Resources, including both public and private sector. She has a knowledge and understanding of federal and state labor laws, full-cycle recruiting, employee relations, compensation, training, budget administration, and policy development.

Project Team

The specific project team will be based on team member availability and expertise at the time of contract execution. We have included an organizational chart of the team that will be supporting this scope of work.

All our project staff have extensive experience working with public agencies and are skilled in using programs in the Microsoft Office Suite.



**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | JANUARY 13, 2025**

DISCUSSION MATTERS

ITEM 4: DISCUSSION REGARDING FY 2025-26 BUDGET PROCESS AND SCHEDULE

Trabuco Canyon Water District (TCWD or District) staff will be initiating the Fiscal Year 2025-26 budget development process in February, with the assistance of Ian Berg of Starting Line Advisory. The annual budget process provides the opportunity for staff to share with, and receive input from, the Board of Directors on the operational and capital spending plan to meet the goals and priorities of the District in the subsequent fiscal year beginning July 1. The Executive Committee requested this item to discuss the timing and content of key Board milestones in the FY 2025-26 budget process.

More information will be provided at the time of the Committee meeting.

FUNDING SOURCE:

Not applicable.

FISCAL IMPACT

Not applicable.

RECOMMENDED ACTIONS:

Receive information at the time of the meeting. No action required.

EXHIBIT(S):

None.

CONTACTS (staff responsible): PALUDI/PEREA/WARNER

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | JANUARY 13, 2025**

DISCUSSION MATTERS

ITEM 5: DISCUSSION REGARDING BOARDROOM AUDIO/VISUAL IMPROVEMENTS

Trabuco Canyon Water District's (TCWD or District) Administration Facility serves as the primary public meeting room for the Board of Directors (Board), as well as the de facto community center for groups like homeowner associations, voting centers, and local non-profit organizations. The current audio/visual (A/V) system has been in use since 2012 and is still in working order, but there have been significant technical advances and unforeseen meeting challenges, namely hybrid meeting formats, that are not compatible with the current system.

The scope and cost of potential improvements to the Boardroom A/V systems have been discussed on several occasions over the years. Most recently, the Board directed District staff to explore options and related cost estimates in April 2024 and a discussion followed in Executive Committee in May 2024. At the time, plans for any improvements were set aside due to budgetary constraints. At the January 2024 Regular Board Meeting, the Board received input from members of the audience regarding the challenges they experience in following the proceedings. The Executive Committee requested this item to address these concerns.

More information may be presented at the time of the meeting.

FUNDING SOURCE:

Not applicable.

FISCAL IMPACT

Unknown at this time.

RECOMMENDED ACTIONS:

Receive information at the time of the meeting. No action required.

EXHIBIT(S):

None.

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | JANUARY 13, 2025**

DISCUSSION MATTERS

ITEM 6: DISCUSSION REGARDING PUBLIC OUTREACH AND EDUCATION ACTIVITIES AND SUPPORT

Trabuco Canyon Water District's (TCWD or District) goals for conducting public outreach are to keep our customers informed and engaged regarding District services and programs in order to strengthen public trust in District water and sanitation services as well as gain community support for projects and rate adjustments. TCWD has no regular staff dedicated to communications and outreach, including educating ratepayers on the purpose of District activities or investments in infrastructure, or the value of the services we provide in terms of public health and safety. However, staff contracts with Rockspark Communications for support in developing and executing communications strategies, including but not limited to newsletters (print and electronic), social media posting, banners, and assistance with community events. The Executive Committee requested this item to discuss the scope and value of the services provided.

More information may be presented at the time of the meeting.

FUNDING SOURCE:

General Fund.

FISCAL IMPACT

\$76,100 is budgeted in FY 2024-25 for public outreach consulting services.

RECOMMENDED ACTIONS:

Receive information at the time of the meeting. No action required.

EXHIBIT(S):

None.

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | JANUARY 13, 2025**

OTHER MATTERS

ITEM 7: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

Other matters may have arisen after the posting of the agenda and will be brought forward for discussion and/or information at the time of the Executive Committee.

RECOMMENDED ACTION:

Hear other matters from the General Manager and/or Staff.

CONTACTS (staff responsible): PALUDI/PEREA